



The EPA Portal Discussion Forums tool within Oracle Collaboration Suite (OCS) allows team members to post messages and their associated responses from other members in a central, on-line location. Each Discussion Forum is composed of one or more discussion topics. Users may initiate multiple discussion forums with one or more topics within them. As users post topics and other users reply, that interchange is then viewable as threaded discussions. In other words, all members of the discussion can review the original posting and its associated responses in a single location.

### How Do I Access Discussion Forums?

You may access the Discussion Forum capabilities through any OCS workspaces of which you are a member. **Note:** For more information on creating and utilizing OCS workspaces, please see the help topics entitled Workspace Creation, Library, Meetings, Versioning, and/or Workflow.

To access a Discussion Forum for a workspace:

1. From any page, select the *Collaboration Tools* drop down in the horizontal navigation bar. From that drop down you can access *Discussion Forums*, *Workspaces*, *Web Conferencing*, and *Reference Library*.

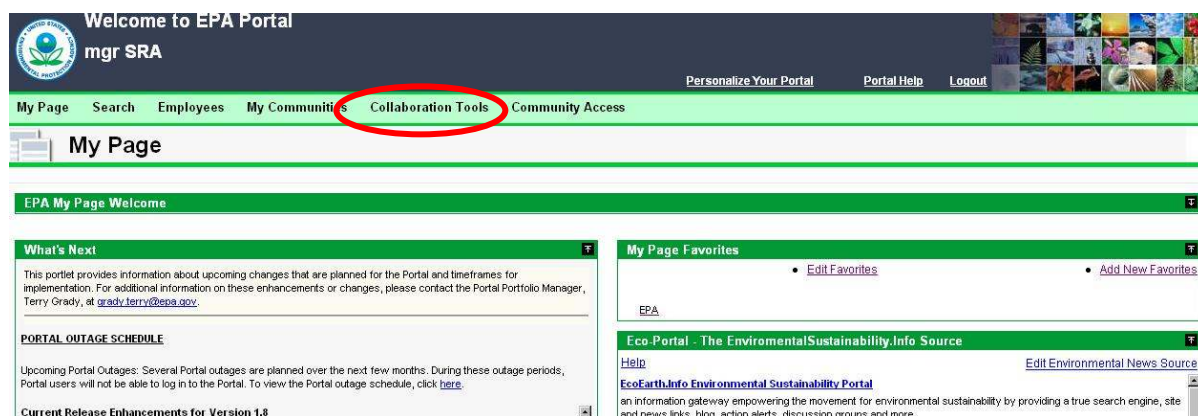


Figure 1 - Accessing Workspaces

2. From the **My Workspaces** screen, click on the Workspace for which you would like to access discussion capabilities. The **Workspace Overview** screen is displayed. To access a Discussion, click on the *Discussion* link on the left hand navigator (Figure 2). The **Discussion Forum** will be displayed (Figure 3).

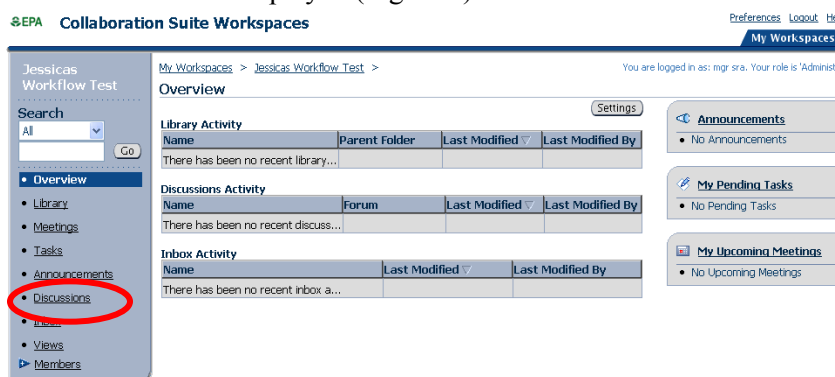


Figure 2 - Accessing Discussions



Jessicas Workflow Test

Search  
All

- Overview
- Library
- Meetings
- Tasks
- Announcements
- Discussions**
- Inbox
- Views
- Members

My Workspaces > Jessicas Workflow Test >

You are logged in as: mgr sra. Your role is 'Administ

**Confirmation**  
The forum has been created successfully.  
[Notify others...](#)

**Discussions**

**Browse forums: Discussions**  
This is the discussions home page for workspace: Jessicas Workflow Test.

Select an item and ...

Select	Name	Last Post	Topics	Messages
<input type="checkbox"/>	<a href="#">How Do I Create Discussion Topics</a>		0	0

No favorite topic  
 No popular topic

Figure 2 - Discussion Forum Screen

- To read discussion topics and replies, click on the forum name as shown in Figure 3. The following sections provide additional detail on adding new forums and responding to topics within a discussion.

## How Do I Create a New Discussion Forum?

To create a new discussion forum:

- Click the *New Forum* button on the right top and bottom of the **Discussions** screen. Provide a Name (required) and Description (optional) for your forum as shown in Figure 4. When you are finished, click the *Create* button. Your newly added discussion forum will be displayed in the list of available forums on the **Discussions** screen.

My Workspaces > Jessicas Workflow Test > Discussions >

You are logged in as: mgr sra. Your role is 'Administ

**New Forum**

**General** **Links**

**General**  
Enter the name, email, and description of the forum:

\* Name

Enable Email ☒

Forum Email

**TIP** Enter a unique email address with domain '@epa.gov'. If Workspaces generates an email address with the following '<forum\_name>.<workspace\_name>@epa.gov'. If the fo  
ascii characters, a valid email address with only ascii char

Description

Figure 3 - New Forum Screen



2. To add content to your new discussion forum, click on the title of the discussion. The new screen will show you what content exists under the selected discussion. To add new content, click the *New Topic* button. The New Topic screen will be displayed (Figure 5).
3. Type a Subject and Message for your new topic as shown in Figure 5. When you are finished, click the *Post* button to post your discussion topic. You will see the post in the discussion screen (Figure 6).
4. To add this content to your “Favorites,” select the *Add to Favorites* button as shown in Figure 6. To remove content from “Favorites,” select the *Remove from Favorites* button.
5. To notify other workspace members that a new topic has been posted, click the Select box next to the topic about which you wish to notify others and click the *Notify* button. The **Send Notification** screen will be displayed allowing you to type an email message to other workspace members to notify them of the posting (Figure 7). When you are ready to send your email message, click the *Send* button in the upper right corner of the message.

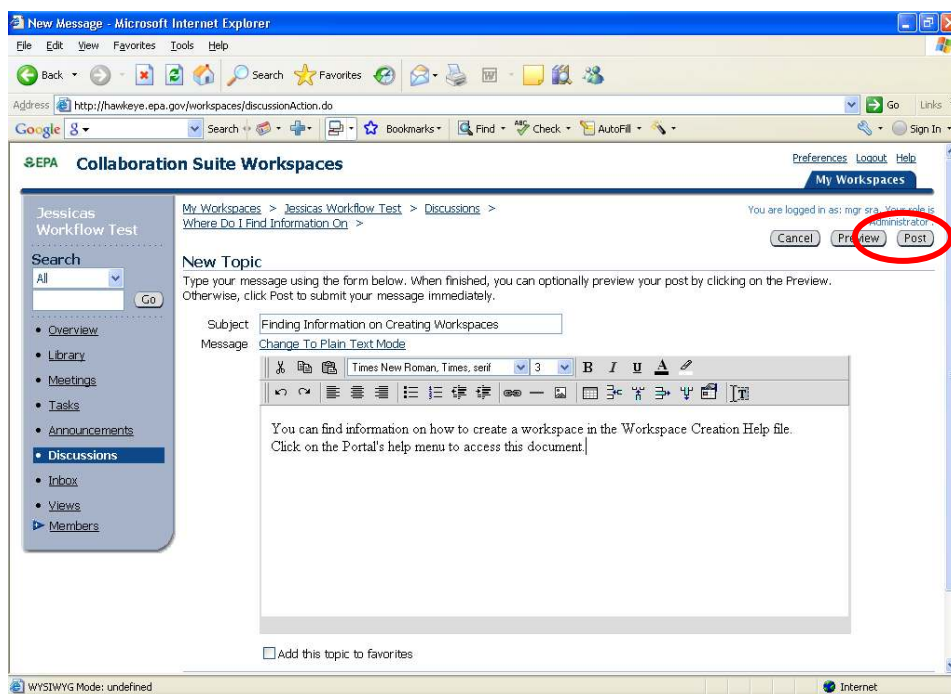


Figure 4 - Posting New Topics

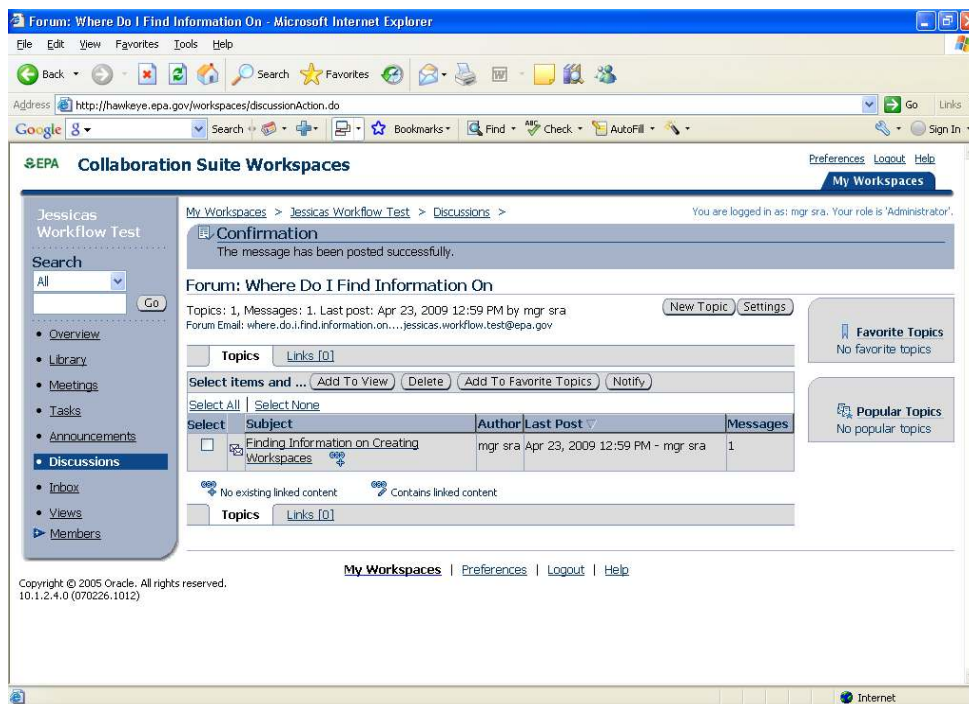


Figure 5: New Discussion Post

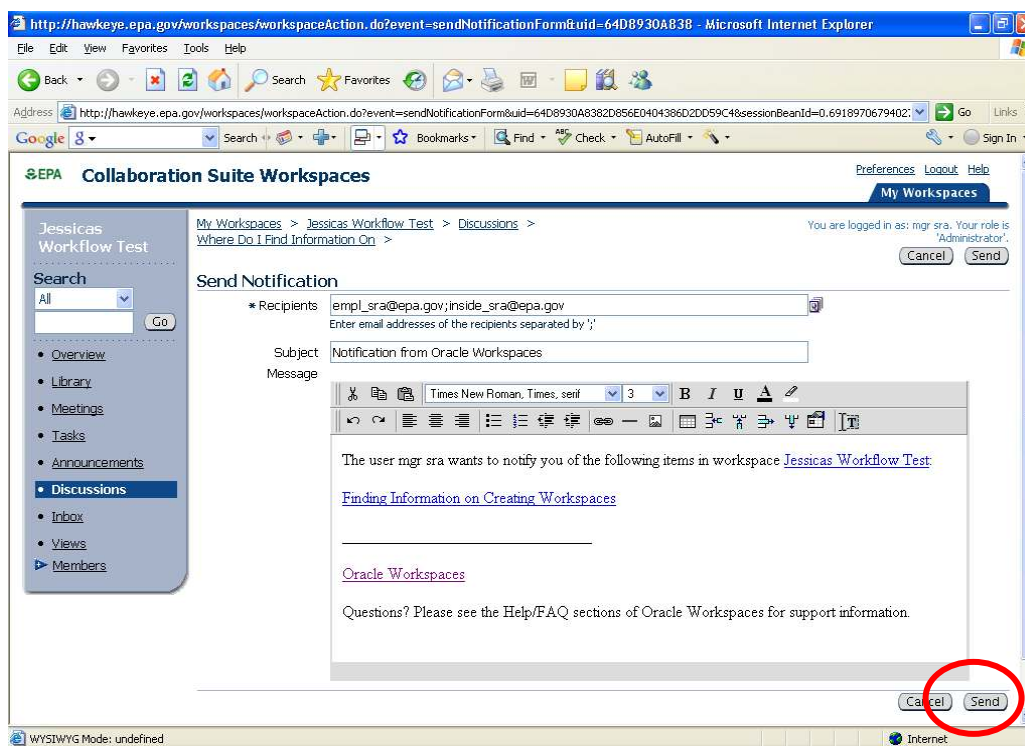
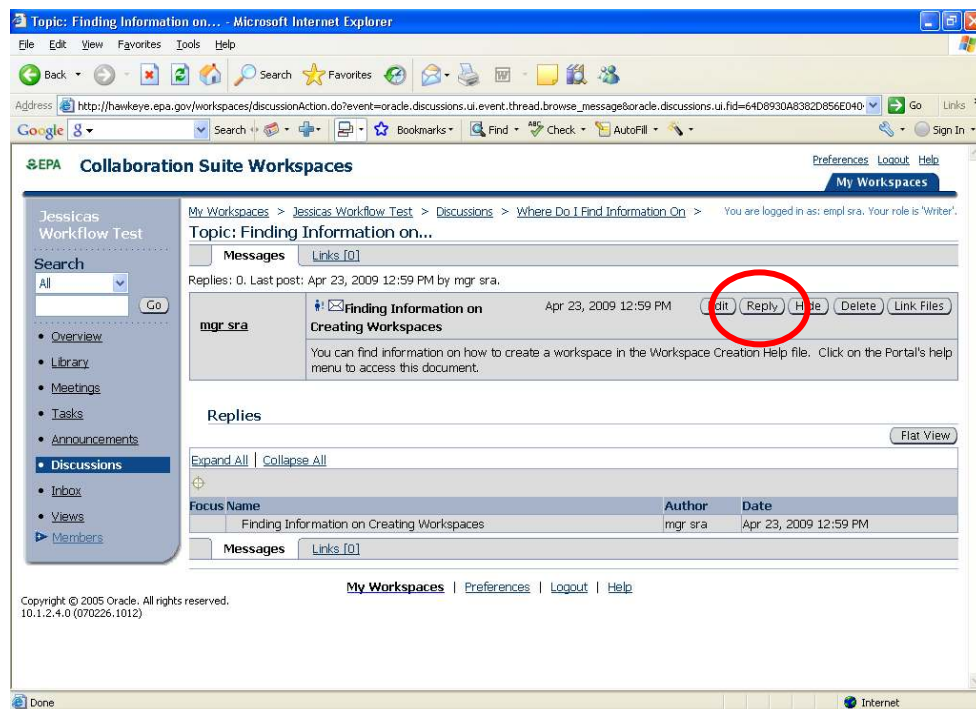


Figure 6 - Sending Notifications



### **How Do I Reply to a Posting?**

1. To reply to a Post, select the item to which you would like to respond and click the “Reply” button as shown in Figure 8.



**Figure 7: Reply to Post**

2. Enter the content of your reply where directed. Click *Post*. (Figure 9) You may preview the post by clicking the *Preview* button if desired. Once you have completed the post, you will be able to view your reply in the discussion thread. (Figure 10). Your name will be displayed next to your posting.



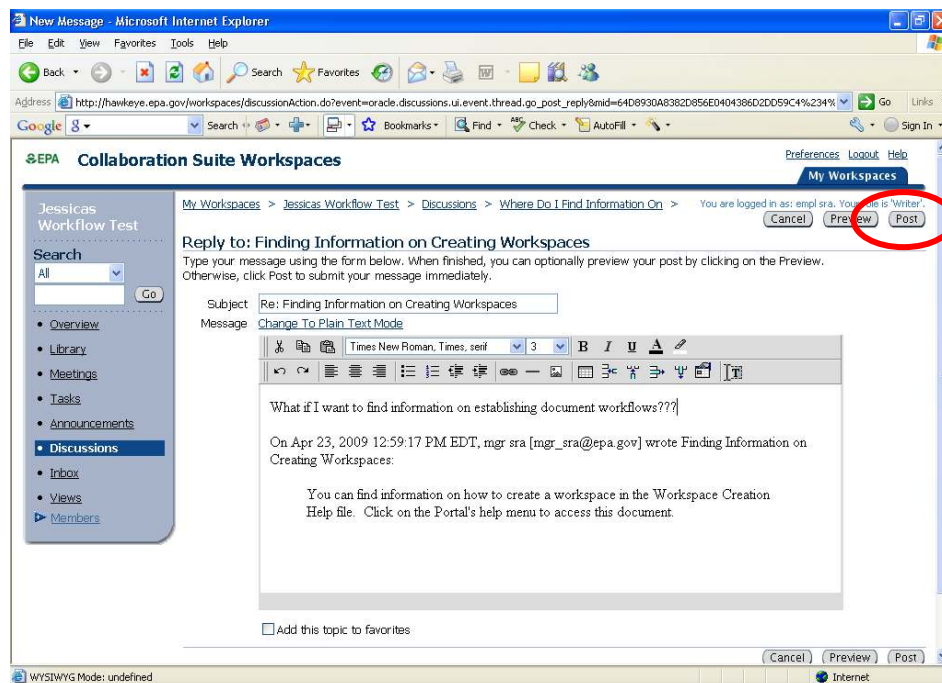


Figure 8: Post Reply

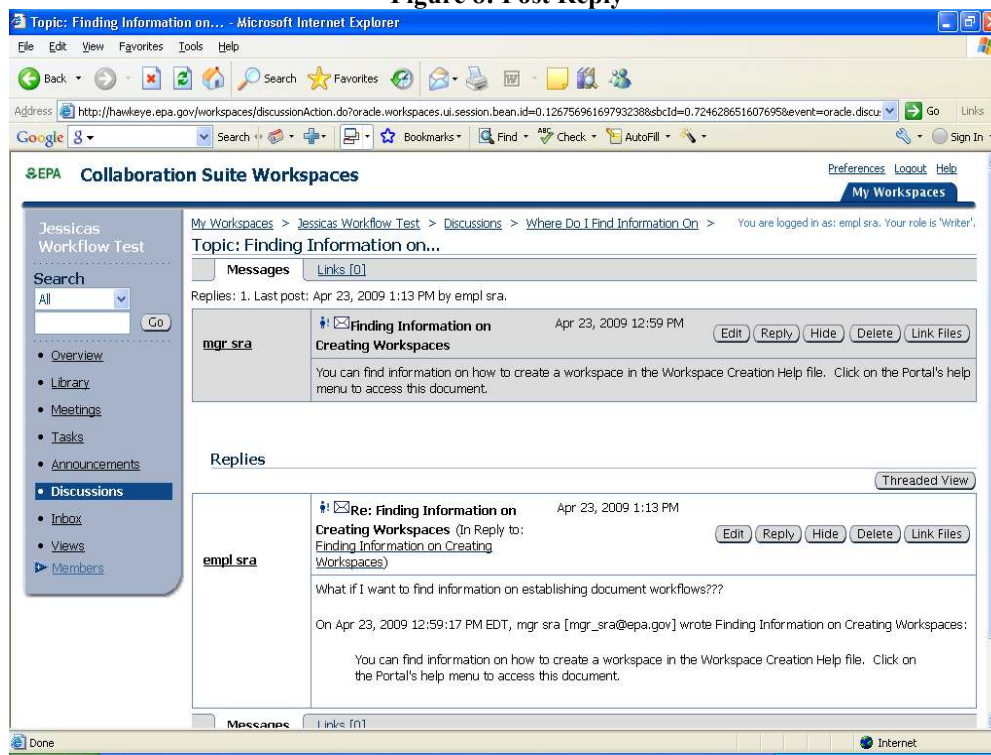


Figure 9: Discussion Thread

### How Do I Link Other Workspace Content to My Discussion Topics?

You can link files stored in your workspace's library to your discussion topics and responses so that those reading your postings can use them as a reference. To do this:



1. Click the *Link Files* button for to the topic with which you wish to associate a file. The Workspaces library will open.

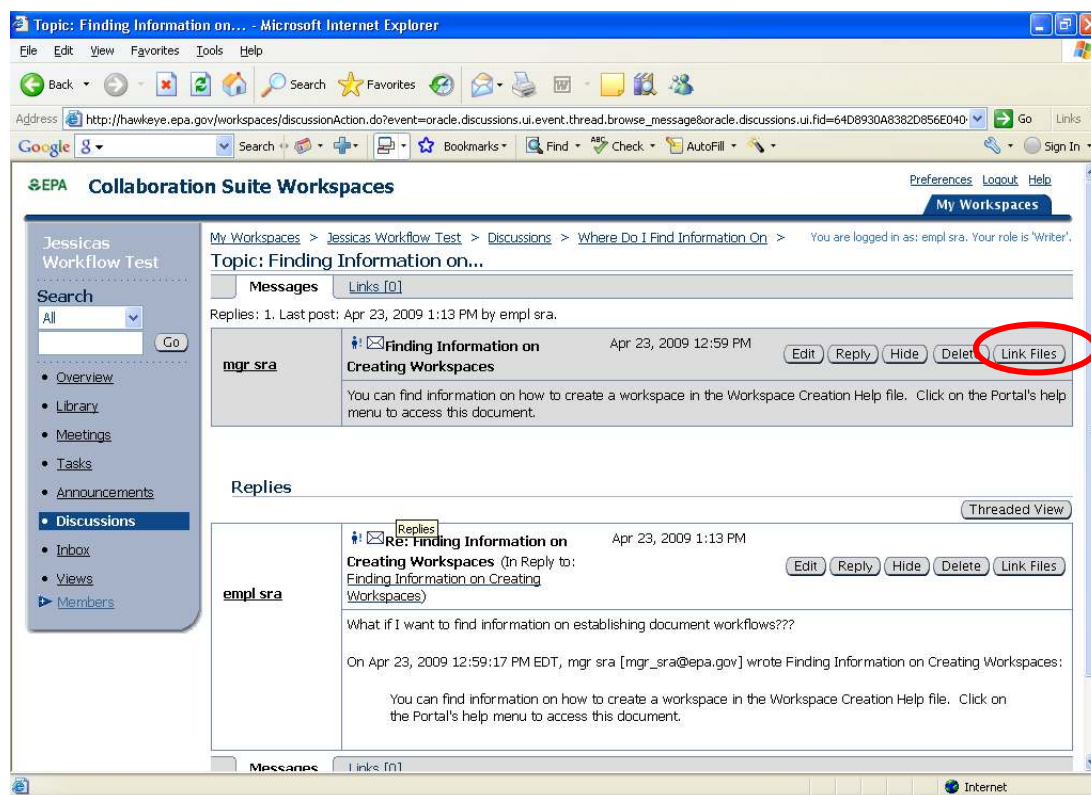


Figure 10 - Linking Files To Discussions

2. Click in the *Select* check box next to the file you wish to link to your posting and enter a Link Description (Figure 12). When you are ready, click the *OK* button to link the file. The linked file will be displayed within your posting so that other workspace members can access it when they read your discussion topics (Figure 13). Workspace members who wish to read the linked document can do so by double clicking on the link to open the file.

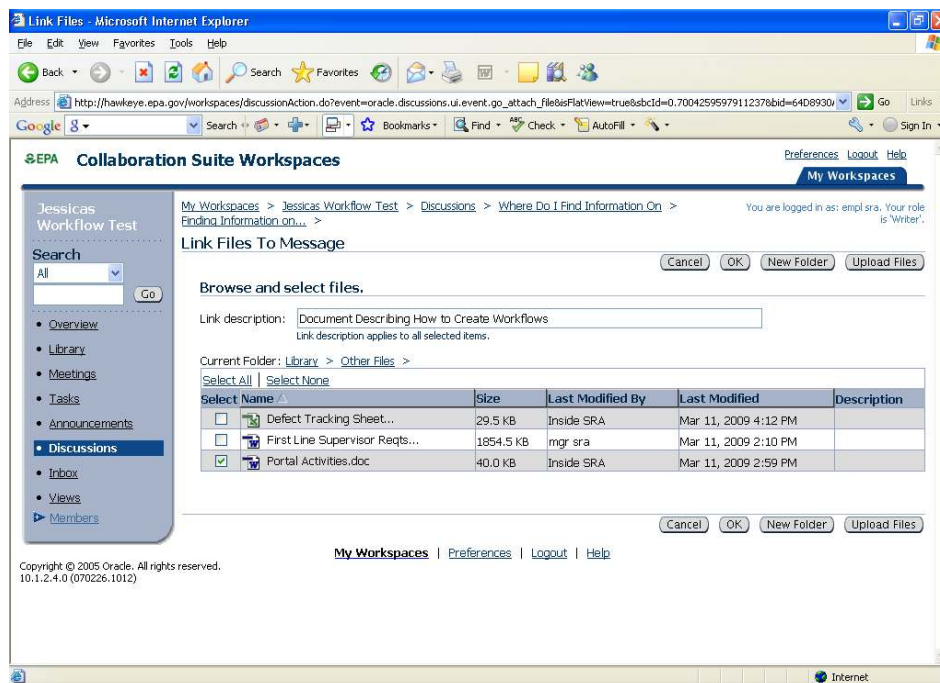


Figure 11 - Entering a Link Description

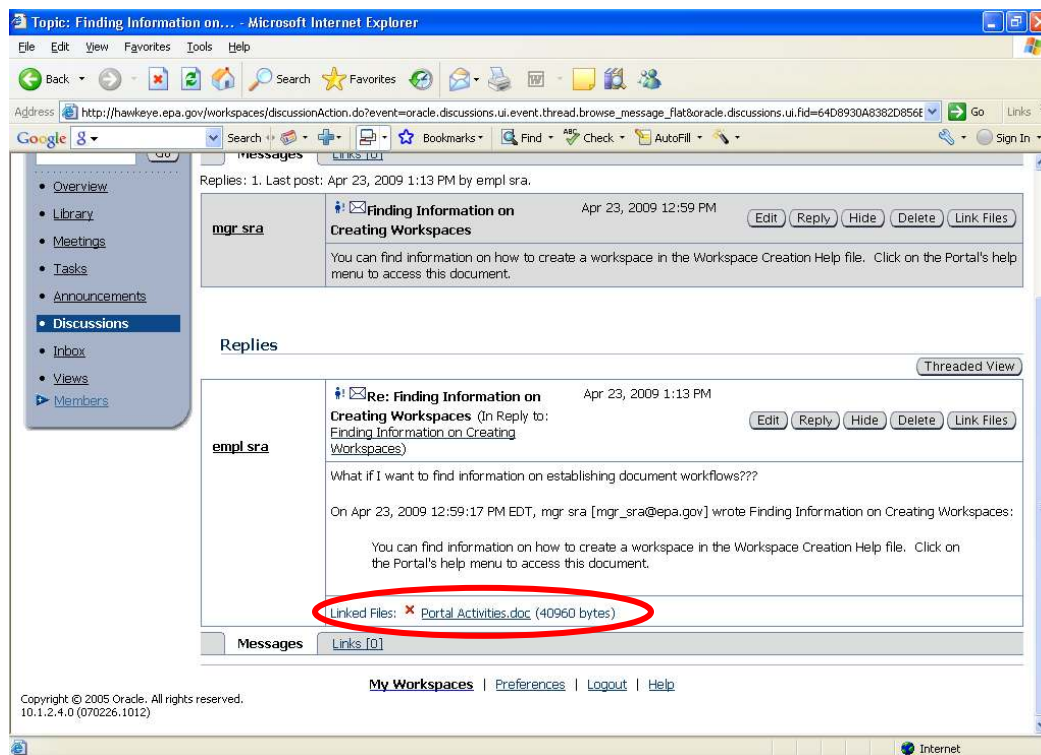


Figure 12 - Linked Files

### Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or [epacallcenter@epa.gov](mailto:epacallcenter@epa.gov).